

LBNL Publication Submission

Requesting a Lab publication number is the first step in completing document submission required as part of your ASPR or PRD each year. You are required to get publication numbers for almost all writing you do in your job. It would really be best to request these as papers are finished instead of waiting until crunch time in June.

Completing Part 1

Go to <http://www-library.lbl.gov/teid/tmRco/forms/RcoReqLbnlNumber.htm> and request a number. This is simple—just authors (follow their format), title, division, document type, and your employee number. Within half an hour you will have your report number and the link to Part 2, the actual submission site.

Completing part 2

There are three screens that have to be filled in and submitted. Below summarizes the first two. Answers in part 1 pre-fill some responses in part 2.

SCREENS 1 & 2—This is what's needed for Document Identification form:

Table of Information for Submission

Req.	Question	Your paper	EEMODS 92
*	LBNL # sent to you		
*	Project ID # for this	5759-01	
*	Employee # for contact	928001	
*	Primary sponsor Div.	EETD	
	Other sponsoring Div.		
*	Group w/in Div.	EAD	
*	Your reviewer (supervisor)	Jeff Harris	
*	Date paper <i>completed</i>	Paper sent on	
*	Patent dept. clearance?	Needed	Applied for <u>X</u> Not needed
*	Deliverable? Date due?	Yes, due date	<u>X</u> No
*	Access limitation	unrestricted	
*	Document category—each brings up correct choices below—check	<u> </u> Book, <u> </u> book chapter, <u> </u> formal report, <u> </u> conference abstract, <u>X</u> conference paper, <u> </u> journal article, <u> </u> software manual, thesis	
*	Specific name of conference (see above)	Third International Conference on Energy Efficiency in Motor Driven Systems (EEMODS)	
*	Place held & Dates	Treviso, Italy, Sept 18-20, 2003	
*	Conference Sponsor	International Copper	

